

**Job Title: VOCATIONAL DEVELOPMENT SPECIALIST****Department:** Department Of Veterans Affairs**Agency:** Veterans Health Administration**Job Announcement Number:** VM-10-KRW-344732**Salary Range:** 48,620.00 - 63,202.00 USD /year**Series & Grade:** GS-1715-09**Open Period:** Friday, May 14, 2010 to Monday, May 24, 2010**Position Information:** Full Time Career/Career Conditional**Duty Locations:** 1 vacancy - Buffalo, NY**Who May Be Considered:** United States Citizens**Job Summary:****VacancyID:** VM344732 (Include on all documents).

To fulfill President Lincoln's promise – "To care for him who shall have borne the battle, and for his widow, and his orphan" – by serving and honoring the men and women who are America's Veterans. How would you like to become a part of a team providing compassionate care to veterans?

As a VA professional, your opportunities are endless. With many openings in the multiple functions of VA, you will have a wide range of opportunities and leadership positions at your fingertips. Not only is it the largest, most technologically advanced integrated health care system in the Nation, but we also provide many other services to veterans through the Benefits Administration and National Cemeteries.

VA professionals feel good about their careers and their ability to balance work and home life. VA offers generous paid time off and a variety of predictable and flexible scheduling opportunities.

For more information on the Department of Veterans Affairs, go to <http://www.vacareers.va.gov/>.

**Key Requirements:**

- You must be a U.S. citizen to apply for this job.
- You will be subject to a background/suitability investigation.
- You must be proficient in basic written and spoken English

**Major Duties:**

This position serves as a Vocational Development Specialist for the Vocational Program – Supported Employment, at the [VA Western New York Healthcare System](#), Buffalo, New York. The major duties and responsibilities are all related to attaining and maintaining competitive employment for veterans living with severe and prolonged mental illnesses; collecting and organizing data on veterans; providing services to individuals whose employability or job adjustment is impaired by a physical, mental, emotional, or other disability, or by a lack of basic education and job skills; coordinates with various resources to find, evaluate, and select an appropriate employment setting; sets up or negotiates a placement that satisfies the client's specified goals; finds suitable employment opportunities, monitors placements, and promotes successful adjustment; maintains awareness and fosters community contacts; networks in the local community with businesses and employers that have a job lead which are directly related to the interests and desires of the veteran; counsels and guides clients through difficult transitions or rough spots in their adjustment to their job; participates in team treatment and administrative meetings; participates in employment related training opportunities; coordinates with various resources to locate a training facility in the community that will be specifically suitable from the standpoint of the particular needs and problems of the veteran; and, performs other related duties as assigned.

WORK SCHEDULE: Full-Time, Monday – Friday, 8:00am – 4:30pm

\*\*\*RELOCATION EXPENSES AND/OR INCENTIVES ARE NOT AUTHORIZED\*\*\*

**Qualifications:****TO QUALIFY FOR THIS POSITION:**

**Proficiency Requirement** - In accordance with 38 U.S.C. 7402(d), No person shall serve in direct patient care positions unless they are proficient in basic written and spoken English. You must be proficient in basic written and spoken English in order to perform the duties of this position. The English Language proficiency statement appears as a Selective Placement Factor on the Assessment Questionnaire.

**Selective Placement Factors** are skills, knowledge or other worker characteristics basic to - and essential for - satisfactory performance of the job and are a prerequisite to appointment. Selective factors represent minimum requirements for a position, and applicants who do not meet it are ineligible for further consideration.

~AND~

**SPECIALIZED EXPERIENCE:** You must have at least (1) one full year of specialized experience equivalent to at least the next lower grade level (GS-7). This experience must

be close to the work of this job and has given you the particular knowledge, skills, and abilities required to successfully perform the duties of Vocational Development Specialist. Examples of qualifying specialized experience include obtaining and applying occupational information for people with disabilities, knowledge of the interrelationships of the involved professional and specialist services, and skill in employing the methodology and techniques of counseling to motivate and encourage individuals served by the program; experience that demonstrated knowledge of the vocational rehabilitation problems characteristic of the disabled, including familiarity with available resources and skill in identifying, evaluating, and making effective use of such resources to serve individuals with disabilities; or of the disadvantaged, including knowledge of adjustment problems of the educationally or culturally disadvantaged, familiarity with available adult education and training resources, and ability to recognize problem areas needing special attention; experience in vocational guidance or teaching in a recognized vocational rehabilitation program or school, developmental or supervisory work in programs of vocational rehabilitation or training programs for the disadvantaged, or personnel or employment placement work that provided extensive knowledge of the training and adjustment requirements necessary to place persons having disabilities or social adjustment problems. NOTE: Experience must be fully documented on your Resume' and/or OF-612 and must include job title, duties, month & year starting and ending dates AND hours worked per week.

~OR~

**EDUCATION:** You must have successfully completed (2) two years of progressively higher level graduate education leading to a Master's Degree, or Master's, or equivalent graduate degree with a major study in vocational or educational counseling, vocational rehabilitation, or other fields related to this position from an accredited college or university. One year of full-time graduate education is considered to be the number of credit hours that the school attended has determined to represent 1 year of full-time study. If that information cannot be obtained from the school, 18 semester hours should be considered as satisfying the 1 year of full-time study requirement. NOTE: You must submit a copy of your transcript (unofficial or official) with your application. Education cannot be credited without documentation.

~OR~

**COMBINATION:** You must have equivalent combinations of successfully completed graduate level education and specialized experience to meet the total qualification requirements for this position. My education is in a major study of vocational or educational counseling, vocational rehabilitation, or other fields related to this position. Only graduate school education in excess of 18 semester hours (the amount required for the next lower grade level) may be used to qualify applicants for positions at the GS-9 level. NOTE: You must submit a copy of your transcript (unofficial or official) with your application. Education cannot be credited without documentation.

You will be rated on the following Knowledge, Skills, Abilities and Other Characteristics (KSAOs) as part of the Assessment Questionnaire for this position:

- Knowledge of the principles, practices and program objectives involved with vocational rehabilitation.
- Skill in accessing and analyzing training needs, developing training plans, developing job leads and securing job placements.
- Ability to communicate orally.
- Ability to communicate in writing.
- Ability to compile and analyze data to determine program success/compliance or need for improvement.

<sup>1</sup> A full year of work is considered to be 35-40 hours of work per week. Part-time experience will be credited on the basis of time actually spent in appropriate activities. Applicants wishing to receive credit for such experience must indicate clearly the nature of their duties and responsibilities in each position and the number of hours a week spent in such employment.

<sup>2</sup> A transcript or course listing must be submitted if you are basing all or part of your qualifications on education. See Step 3 under "How to Apply" for a description of a course listing. Applications submitted without this information may not be considered.

<sup>3</sup> To calculate **the combination of education and experience**, determine the amount of experience you have as a percentage of the experience required for the grade level. Then determine the amount of education you have as a percentage of the education required for the grade level. Only education in excess of the amount required for the next lower grade level is qualifying. Add the two percentages; the total percentage must equal at least 100% to qualify for the grade level.

For more information on these qualification standards, please visit the United States Office of Personnel Management's website at <http://www.opm.gov/qualifications> .

**APPLICANTS PLEASE NOTE:** Education must be accredited by an accrediting institution recognized by the U.S. Department of Education in order for it to be credited towards qualifications. Applicants must, therefore, only report attendance and/or degrees from schools accredited by accrediting institutions recognized by the U.S. Department of Education. Applicants can verify accreditation at the following website: <http://www.ed.gov/admins/finaid/accred/index.html>. All education claimed by applicants will be verified by the appointing agency accordingly.

\*\*\* If you are using foreign education to meet qualification requirements, you must send a Certificate of Foreign Equivalency with your transcript in order to receive credit for that education. \*\*\*

### **Veteran's Preference:**

When applying for Federal jobs, eligible veterans should claim preference on the Occupational Questionnaire in the section provided and provide a legible copy of DD-214(s) showing all dates of service as well as character of service (honorable, general, etc.). Additionally, veterans with service-connected disability of 10% or more must also submit a copy of their official statement from the Department of Veterans Affairs, or from a branch of the Armed Forces, certifying their service-connected disability and/or their receipt of compensation for service-connected disability.

Veterans with service-connected disability of *less than* 10%, nonservice-connected disability, and Purple Heart recipients, as-well-as those claiming derived preference for a spouse, widow or widower, or natural mother, should refer to and submit a completed SF 15, "Application for 10-Point Veteran Preference," and required documentation with your application materials.

For more information on Veterans' Preference, go to <http://www.opm.gov/veterans/html/vetsinfo.asp> .

### **How You Will Be Evaluated:**

Your resume and/or supporting documentation will be verified. Please follow all instructions carefully. Errors or omissions may affect your rating or consideration for employment.

### **Benefits:**

Working for the Department of Veterans Affairs offers a comprehensive benefits package that includes, in part, paid vacation, sick leave, holidays, life insurance, health benefits, and participation in the Federal Employees Retirement System. In addition to traditional "dollars and cents" benefits, we offer a range of benefits to help balance work and life. For more information please visit us at [http://www4.va.gov/jobs/job\\_benefits/benefits.asp](http://www4.va.gov/jobs/job_benefits/benefits.asp).

### **Other Information:**

The **Interagency Career Transition Assistance Plan (ICTAP)** and **Career Transition Assistance Plan (CTAP)** provide eligible displaced Federal competitive service employees with selection priority over other candidates for competitive service vacancies. To be qualified you must submit appropriate documentation and be found well-qualified (have a final rating of 90 or more before any veterans preference points) for this vacancy. Information about ICTAP and CTAP eligibility is on OPM's Career Transition Resources website at [http://www.opm.gov/rif/employee\\_guides/career\\_transition.asp#ctap](http://www.opm.gov/rif/employee_guides/career_transition.asp#ctap) .

VA may offer newly-appointed Federal employees credit for their job-related non-federal experience or active duty uniformed military service. This credited service can be used in determining the rate at which they earn annual leave. Such credit must be requested and approved prior to the appointment date and is not guaranteed.

If additional vacancies for this position occur within 90 days, this announcement may be used without reannouncement.

### **How To Apply:**

To apply for this position, you must submit a complete Application Package which includes:

1. Your Résumé
2. A complete Occupational Questionnaire
3. Additional required documents, if applicable, as described below in the "Required Documents"

The complete Application Package for this announcement must be submitted by 11:59 PM (Eastern Time) on Monday, May 24, 2010.

To begin the process, click the **Apply Online** button on the right side of this screen to create an account or log in to your existing USAJOBS account. Follow the prompts to complete the occupational questionnaire and to upload supporting documents. Please ensure you click the **Submit My Answers** button at the end of the process.

**Note:** To return to a previously-Saved or Incomplete application, you may use the following link: <https://applicationmanager.gov/>. After you submit your application, you can return to Application Manager or My USAJOBS at any time to see the status of your application - including any messages that may have been sent to you.

To fax supporting documents you are unable to upload:

1. Complete the fax cover page found at <http://www.opm.gov/pdf/usascover.pdf> using the following Vacancy ID: VM344732. You must use this fax cover sheet in order for your documents to be matched with your online application.
2. Fax your documents to (478)757-3144

If you cannot apply online:

1. Click the following link to view and print the Occupational Questionnaire; [View Occupational Questionnaire](#)
2. Print the 1203FX form to provide your responses to the occupational questionnaire. You can obtain this form at <http://www.opm.gov/forms/pdfimage/opm1203fx.pdf>;
3. Fax the completed 1203FX form in its entirety - along with all supporting documents - to (478)757-3144. Your 1203FX form should be placed on top of all materials being faxed and will serve as a cover page; and
4. Keep a copy of your fax receipt in case verification is needed.

### **Required Documents:**

The following documents are required:

- Resume
- Unofficial college transcript or course listing, if applicable (an official transcript will be required before being hired)
- Responses to the occupational questionnaire
- Veterans' Preference documentation, if applicable

WHEN DESCRIBING YOUR EXPERIENCE, PLEASE BE CLEAR AND SPECIFIC. WE CANNOT MAKE ASSUMPTIONS REGARDING YOUR EXPERIENCE.

You will not be contacted for additional information. Use this [checklist](#) to make sure you've submitted everything.

### **Contact Information:**

VHA Nationwide DEU-COA  
Phone: (501)257-4134  
Fax: (478)757-3144  
Email: cavhs.deu@va.gov

Agency Information:  
VHA DEU Coatesville  
PLEASE DO NOT MAIL APPLICATIONS  
APPLY ONLINE OR FAX ONLY

Thank you, PA 19320  
Fax: (478)757-3144

**What To Expect Next:**

**How You Will Be Evaluated:**

Once you have submitted your complete application package, the electronic system assigns your application a tentative rating (self-assessed score) based on your Occupational Questionnaire responses. After the vacancy announcement closes, reviewed applications are evaluated against the questionnaire responses to determine the appropriateness of the self-assessed rating. Based on the number of vacancies being filled with this announcement, your application may be referred to the hiring facility for further consideration and possible interview.

An electronic notification letter - or e-mail - will be sent to applicants who provide an e-mail address; otherwise, you will receive a notification letter via the U.S. Postal Service within 2 to 4 weeks.

**EEO Policy Statement:** <http://www.usajobs.gov/eo>

**Reasonable Accommodation Policy Statement:** <http://www.usajobs.gov/raps>

**Veterans Information:** <http://www.usajobs.gov/vi>

**Legal and Regulatory Guidance:** <http://www.usajobs.gov/lrg>



Control Number: 1907244